



## FOURLANESEND COMMUNITY PRIMARY SCHOOL

### Minutes of a meeting of the full Board of Governors of Fournalanesend C.P. School held at the school on Wednesday, May 17<sup>th</sup> 2023 at 1.30pm

PRESENT: Major Adrian Battley, Mrs Fran Ferguson, Mrs Rebecca Norton (Headteacher), Mrs Vicki Richards, Mr Ben Rimron, Mrs Sue Robinson.

APOLOGIES: Mr Piers Taylor.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

1. **Apologies for absence:** Mr Piers Taylor sent apologies for absence which were accepted. In his absence Mrs Richards took the Chair.
2. **Opportunity to declare pecuniary interests:** No new pecuniary interest forms were declared.
3. **Minutes of the full Board meeting of March 29<sup>th</sup> 2023:** Governors approved the minutes of the FGB meeting of March 29<sup>th</sup> 2023 to be a true and accurate record of the meeting. The minutes were signed by the Chair on behalf of the Board to reflect this.
4. **Matters arising from the minutes:**
  - a. The action points will be carried forward.
5. **School updates:**
  - a. Update on Reading: new books have been bought that match exactly with the sounds that have been taught. Both fiction and non-fiction have been bought with a good variety so there is still something fresh and interesting even if children are having to repeat the level. The books that were previously bought still have a use and are being kept. Read Write Inc has recently been criticised in the press and it was noted that it doesn't use punctuation. The scheme used by FLE does have punctuation. The books were ordered and were to be paid for by the English hub. Two days after they were ordered the English hub closed for the year. The money will be received in September.
  - b. SATs feedback: Y6 have all done SATs and were brilliant. There were no shocks or tears. Governors queried whether the issues reported with the English paper being too hard hadn't been a problem. Mrs Ferguson said some children had enjoyed the English paper. FLE doesn't teach to the test but teaches the curriculum. This gives children a better grounding. Some schools spend a lot of time teaching the test starting from the new Year. At FLE in the Summer Term children do some old papers so they know what they will be facing. They continue to have the normal Maths and English lessons in the morning and still do PE in the afternoon. The children are told not to worry if they don't have time to finish the papers. They don't feel the pressure as much as other children might.  
KS1 SATs have been done this week all children have sat them except two children were not here this morning. (Section in confidential appendix.)
  - c. EYFS update: a sign is up across the front of school advertising the FS places. Interest is growing. One FS child is starting after half term. One child is looking to start in September who would be normal intake the following September. There is enough space to accommodate the two year groups of FS in the class. Ratios are good.

- d. Catering update: With the new provider CATERed the price of a meal has increased from £2.39 to £2.60 but the uptake has increased. Last week despite it being a four day week 40 extra plates were served. The food is much better quality and much tastier. It is locally sourced ingredients cooked from scratch. It is now served on plates to children sitting at tables. This is showing interesting benefits. Conversations are being had across age groups and they go out to play in different groupings after lunch. The children are eating more including those with packed lunches because they are sitting down properly. They need to wait until the table has finished before the second course comes so they can't rush the food and as a result eat more. New skills are being learnt. A poll of the children found that 50% don't sit at tables to eat at home. they are learning to help each other and how to clear the plates, and how to interact with each other. Teachers had numbered the tables and the children have given them names. The School Council has decided that they should be grouped in different groups each half term. After the Summer half term two tables will eat outside on a rota. Before there had been an advantage to having a packed lunch since the children could get outside more quickly. Now they all sit together it is more fair. The bursar has noted that the new contract is a good deal.
- e. Intake for September: The intake will be 5. It was expected to be small. A child who is being home schooled was shown round school last week and there are another two possibles. It is always the case that year groups fill up as they go through the School. Of the current Y6 9 are later joiners. **A Governor asked if a class size is ever untenable?** There are always options. Governors discussed how best to get parents in to see the school. There are always some parents who are not proactive and wouldn't make appointments. A poster will be put up at pre-school. Photographs maybe showing the pigs and perhaps a drone shot showing the school grounds would help convey a good image of the school. A new sign is needed outside and something could be done with that.

## 6. Finance:

- a. SLAs: the school has started using NeoPeople rather than the County HR SLA. There were concerns about the lack of support from County HR. The new company is very supportive. The premises SLA can change since the new catering provider is handling all the equipment in the kitchen and all the associated compliance.
- b. Budget 2023/24 approval: the Head resented a worst case scenario budget to Governors. It has a projected carry forward for 2023/24 of £24,000. There may need to be adjustments as structures may need tweaking. Energy costs have been considerably reduced by the new boiler. Income has not changed significantly but costs overall are substantially up. The budget line for educational visits has been increased to allow for planned visits and also due to the increase cost of transportation. The budget was approved.

## 7. Safeguarding, SEND, CiC :

- a. One child has moved out of area but is coming back for a few days. It will be good to be able to say goodbye properly.
- b. Item in confidential appendix.
- c. Item in confidential appendix.

## 8. Staffing:

- a. No issues.

## 9. Staff health and wellbeing:

- a. Item in confidential appendix.

**10. Premises and Health and Safety issues:**

- a. Backlog maintenance: For the third year in a row the School will have backlog maintenance work done over the summer holiday. Work will be done on windows and the flat roof that has leaked since previous backlog maintenance work. And some electrical work will be done. There has been no price put on the work yet. Last year's work has not been paid for yet. Since it is the third year of backlog maintenance the Head intends to try and negotiate the cost of the work and the proportion the School pays.
- b. Health and Safety: the pigs have arrived and there have been no problems. Their handler has done all the paperwork and the management of the pigs. There are signs on the electric fence. The pigs are good for the children's health and wellbeing; some of them have been out to feed them today.

**11. Data Protection:** there has been a breach of confidentiality which must have come from a member of staff. All staff have been spoken to and reminded of their duty of confidentiality. It was suggested that all staff be given the staff code of conduct again and be asked to sign it. Governors would like a report back that that has happened.

**12. Items brought by the Head:** none.

**13. Governing Body issues:**

- a. Governor visits and visit reports: Mr Rimron has tried to do an Attendance visit several times and the diary hasn't permitted it. A date will be set. Mrs Richards needs to meet with Mrs Ferguson. A Safeguarding visit will be done and the SCR checked.
- b. Governor training: Mrs Robinson is renewing her safeguarding training and is about to do safer recruitment training.
- c. Governor recruitment: There are new parish councillors and the Head is keen to work with them on anti-social behaviour and other matters of joint interest. Something will be added to the Sports Day running order saying that the School is looking for potential Governors..

**14. Dates for future meetings:**

FGB meetings

Wednesday, July 12<sup>th</sup> at 1.30pm

There being no other business the meeting closed at 3.10 pm.

Chair.....

Date.....

**ACTIONS**

CARRIED FORWARD

Action

Date

Responsible Person

Circulate traffic calming letter  
Letter for governor recruitment

Head  
Chair & Head

NEW ACTIONS

Report on Confidentiality reminder to staff  
Wording for Sports Day advert

Head  
Clerk